



SUBSTANCE (DRUG AND ALCOHOL) ABUSE POLICY

Substance abuse is a national problem that affects all of us. In order to maintain a drug-free work environment for the safety and health of all our associates, guests and the efficiency of our operations, the following guidelines are set forth:

The unlawful manufacture, distribution, dispensation, sale, representation to sell, purchase, transfer, transport, possession, or use of a controlled substance or illegal drug or drug paraphernalia and/ or performing any work while under the influence of alcohol or a controlled substance or having consumed any illegal drug is absolutely prohibited on company premises, leased and rented property, any property where work is performed or designated to be performed, in vehicles used to perform work functions during work hours, meal and break periods, or while engaged in company-sponsored activities or business or while representing the company. Violation of anyone or more of these prohibited acts will result in disciplinary action up to and including immediate termination.

Reporting to work or working having consumed a prescribed or legal drug with a medically-stated caution indicating the drug may alter the user's judgment, perception, or mood, or of impairing the user's physical reactions is prohibited unless, before beginning to work or taking the drug, the affected associate notifies his/her supervisor that he/ she is using or will use the legal drug and inform his/her supervisor of the medically-stated caution. It is the associate's responsibility to obtain information about any medically-stated cautions and to notify his/her supervisor whether he/ she believe he/ she can work safely. The supervisor will be responsible for deciding if the associate can perform the job duties safely. Associates using prescribed medication in a manner outside "the prescription" (for example, using medication in larger doses or more frequently than prescribed) will be considered to be under the influence of an illegal drug. Violation of these guidelines regarding prescribed or legal drugs will result in disciplinary action up to and including termination.

Initial: _____



McGrath Systems

Where People & Performance Meet

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Drug Screen Authorization Form

I hereby authorize my employer, **McGrath Systems**, to obtain a Drug Screen in coordination with the policies of McGrath Systems as well as their Client(s) for the purposes of employment. Further, I authorize **McGrath Systems** to receive such results to be used as a decisive method to offer or continue to offer employment. In the event that McGrath Systems has employed said Contract Employee without securing the drug test results prior to the start date, such results will be the determining factor of continued employment with McGrath Systems.

I understand that the Drug Screen, as well as subsequent authorization(s), must be completed within **1 week** after starting a new assignment for McGrath Systems when required for said assignment. Any delay can result in suspension of Contract Employees regular payroll or even termination.

Moreover, I understand that I am submitting voluntarily to a Drug Screen whereas continued employment may be discontinued for testing positive for illegal drugs. McGrath Systems will not release any information obtained to anyone other than said Contract Employee.

Finally, I understand that McGrath Systems is not responsible for any false positives resulting from laboratory mishandling or malfunction outside its control. Nor is McGrath Systems responsible for any damages and/or delays that result from the actions of any laboratory.

Employee Signature

Date

Printed Name



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